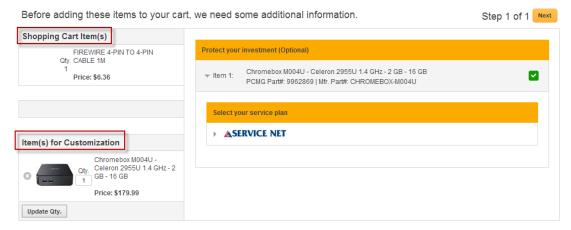
PCMG Business Direct - User Guide

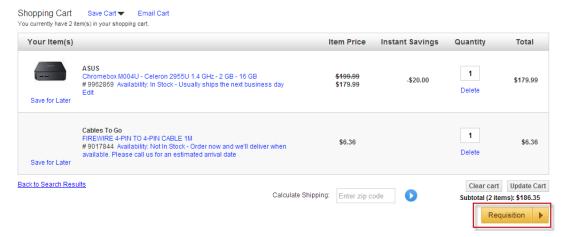
How to Create and Approve Multi-level Requisitions

1 Initial Requestor/User

- 1. Log in to BD site.
- 2. Add SKUs to cart.
- 3. Go to Shopping Cart. If cart has at least 1 SKU with customization or warranty, page will be redirected to Customization page.



- 4. Specify customization/warranty details, and then click Next.
- 5. Click the **Requisition** button at the bottom of the page.

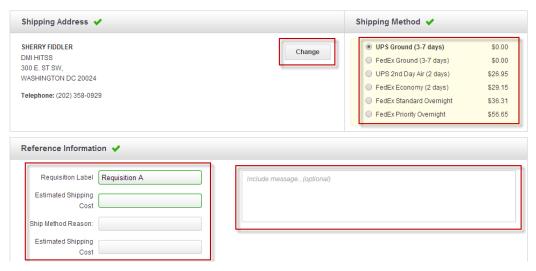


- 6. On Verify Order page, specify the following:
 - a. Shipping Address
 - b. Shipping Method
 - c. Label
 - d. Required fields, if any

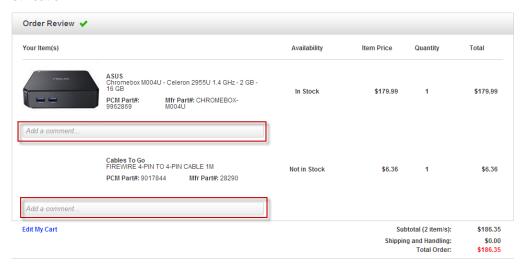
- e. Comments
- f. Line level comments



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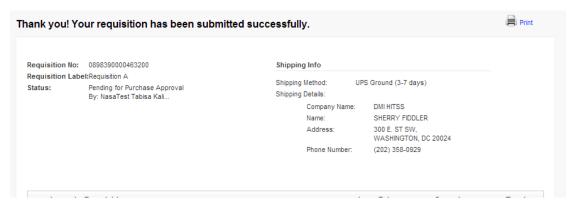


7. Review request, and then submit Requisition. All next level approvers will receive an email notification.



Submit Requisition

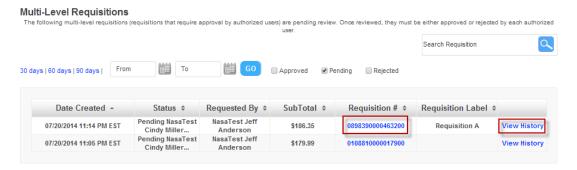
8. Requisition confirmation page will display additional information about the requisition number, such as Requisition No. and Status.



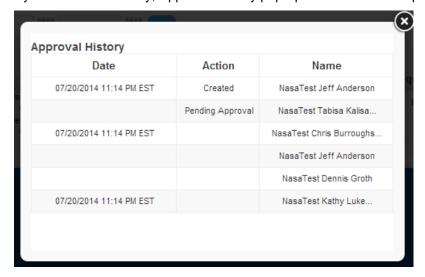
9. To view Requisition Detail page, click **Requisitions** link and locate the created requisition.



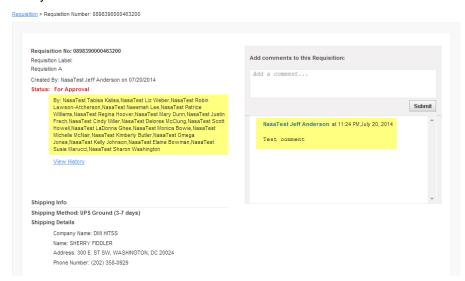
10. On the Requisitions list, scroll to the bottom of the page to see the "Multi-level Requisitions" section. You may click either the Requisition No. or the View History link to know the status of the requisition.



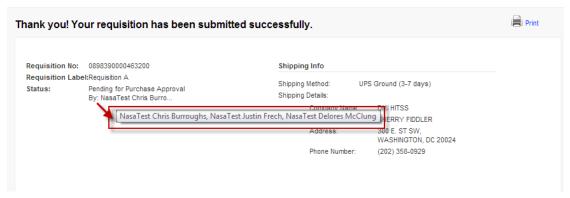
a. If you click View History, Approval History pop-up window will be displayed.

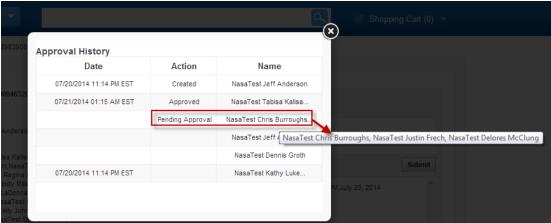


b. If you click Requisition No., Requisition Detail page will be opened, and the following information will be available — next approver, additional comments, and link to Approval History.



11. Once the mid-level approver (approver who does not have final approval on requisition) approves the requisition, system will display the next approver under the Status.





Notes: If the mid-level approver rejects the requisition, requisition will no longer be routed to the final approver. In addition, you will receive an email notification similar to the following:

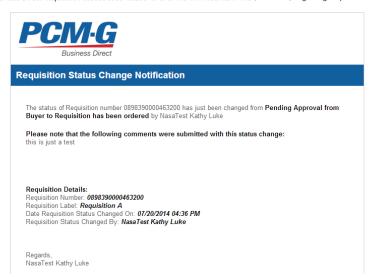
Your order has bee	n rejected by NasaTest Tabisa	Kalisa,		
Order Details				
Requisition Numb	er: 0898390000463200	PO#:	NA	
Shipping Address:			Shipping Method:	
SHERRY FIDDLER	SHINGTON DC 20024	UPS Ground	I (3-7 days)	
Phone Number : 2				
Ship Method Requested:	FedEx Ground (3-7 da	ays)		

Note: Once an approver approves or rejects a requisition, the requisition will be removed from their multi-level requisitions list queue.

12. Upon approval of the final approver, you must receive an email notification similar to the following:

Subject:

Approved - PCMG Business Direct Requisition 0898390000463200 for DIGITAL MANAGEMENT INC (0148720642) Regarding Requisition A



13. You may also track the order's progress via the Order Status link:



Welcome, Nasatest Jeff Anderson DIGITAL MANAGEMENT INC Role: Buyer, User



2 Next Level Approver

- 1. Log in to BD. All next level approvers will receive an email notification that appears as follows:
 - Subject: New PCMG Business Direct Multi-Level Requisition 0898390000463200 for DIGITAL MANAGEMENT INC (0148720642) Regarding Requisition A

NasaTest Jeff Anderson has submitted an order on your PCMG Business Direct site and the order is pending your approval.

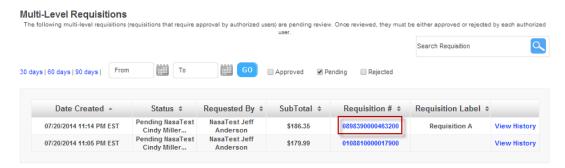
Please log in to your Business Direct site and go to your Approvals Center: to review the order.

Order Details

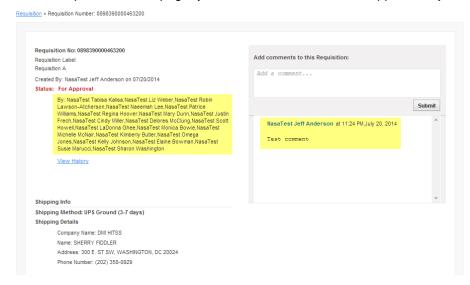
Requisition Number: 0898390000463200 PO #: NA

Shipping Address: Shipping Method: UPS Ground (3-7 days)
300 E. ST SW, WASHINGTON DC 20024
Phone Number: 202-3580929

- 2. Once logged in, click the **Requisitions** link, and then scroll down to the bottom of the page to view Multi-level Requisitions section.
- 3. Click the requisition number of the requisition to approve.



4. On the Requisition Detail page, you can add comments, and Approve/Reject the requisition.



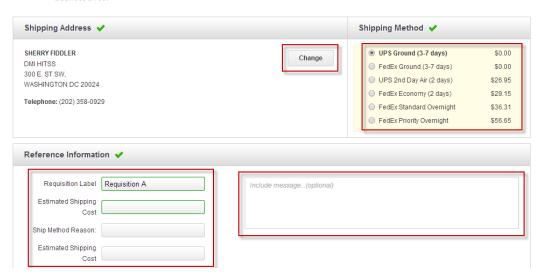


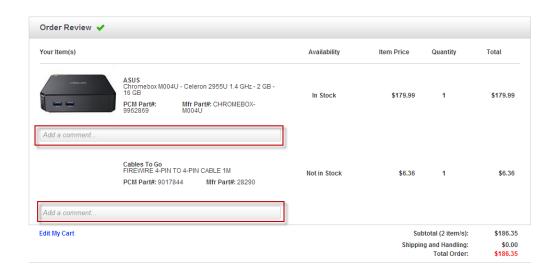
| Sub Total : \$186.35 | Shipping Fee : \$0.00 | Grand Total : \$186.35 | Reject | Approve | Fig. 186.35

- 5. If you clicked **Approve**, page will be redirected to Verify Order page, where you can specify the following before you click **Submit Requisition**.
 - a. Add/Edit Shipping Address
 - b. Add Comments
 - c. Override Custom Fields
 - d. Add line level comments



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Submit Requisition

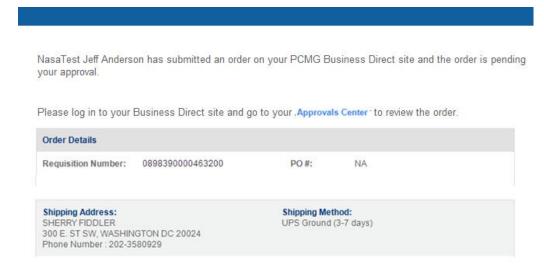
6. Review request, and then click Submit Requisition.



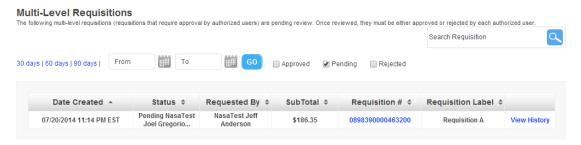
Note: Once an approver approves or rejects a requisition, the requisition will be removed from their multi-level requisitions list queue.

3 Final Approver

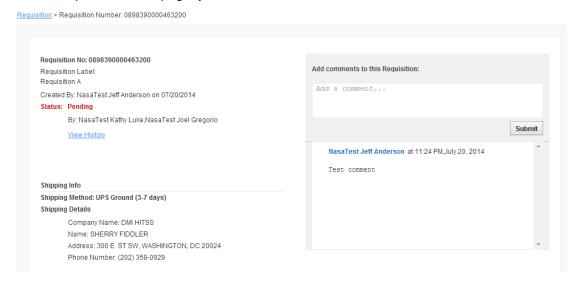
- 1. Log in to BD.
- 2. All approvers will receive an email notification that appears as follows:



- 3. Once logged in, click the **Requisitions** link, and then scroll down to the bottom of the page to view Multi-level Requisitions section.
- 4. Click the requisition number of the requisition to approve.



5. On the Requisition Detail page, you can add comments.



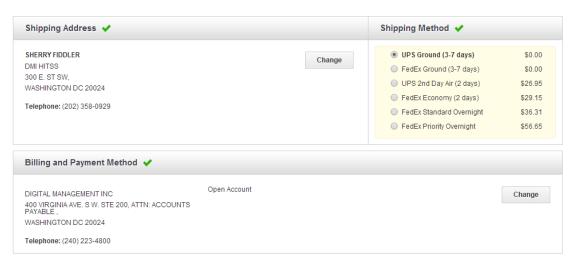
6. And then can also **Reject** the requisition, send the shopping cart to your Account Executive for an **RFQ** (Request for Quote), or **Checkout**



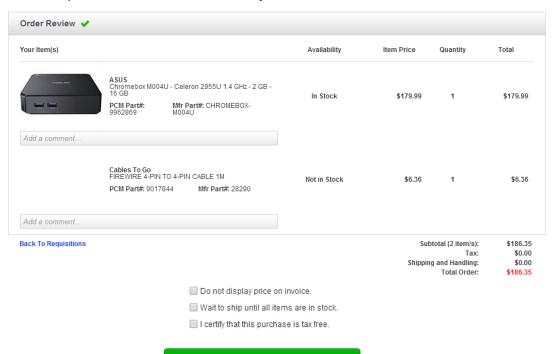
- 7. If you clicked **Checkout**, page will be redirected to Verify Order page, where you can specify the following before you click **Submit Your Order Now**.
 - a. Add/Edit Shipping Address
 - b. Select Shipping Method
 - c. Specify Billing and Payment Method
 - d. Add Comments
 - e. Override Custom Fields
 - f. Add line level comments



Need Help on your order? Call: 800-625-5468 x 48184

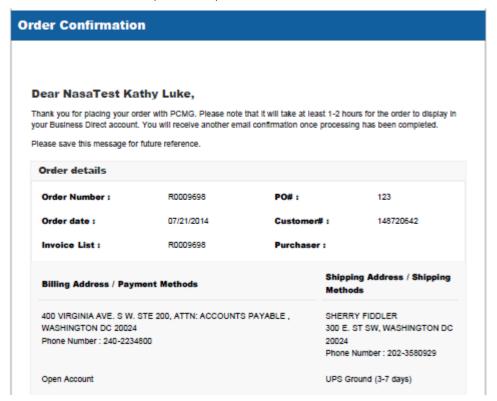


8. Review request, and then click **Submit Requisition**.



Submit Your Order Now!

- 9. Upon order submission, you will receive an email notification, similar to the following:
 - Subject: PCMG Business Direct Order R0009698 Submitted Confirmation for DIGITAL MANAGEMENT INC (12773371)



10. You may also track the status of your order via the Order Status link on BD.



Welcome, Nasatest Jeff Anderson DIGITAL MANAGEMENT INC Role: Buyer, User Your personal account executive Fred Ramirez
Call: 800-625-5468 x 48184
Email: manilaqa+bdproduser112820@gmail.com

